

## Self-Monitoring Tool for Nonprofit Boards

Adapted from: Benchmarking Your Organization's Development  
Institute for Conservation Leadership, Takoma Park, MD

Board Roles and Responsibilities	Rating (1=not true; 5=always true)
<p><b>1. Board Meeting Preparation</b> Board meetings are well planned with the agenda agreed upon between the co-chairs and executive director. The agenda focuses on issues of strategy and policy. Materials sent out ahead of time.</p>	
<p><b>2. Board Meeting Process</b> Decisions are based on good information and open discussion among everyone who needs to be there. Everyone understands and agrees to the process.</p>	
<p><b>3. Board Composition</b> Board members are committed to the mission, have the skills and experience the organization needs, and represent the groups involved in the organization's work.</p>	
<p><b>4. Board Renewal</b> Board members leave and new ones are added regularly. The board recruits people with needed expertise and commitment who represent the community's diversity.</p>	
<p><b>5. Board Development</b> Board members/committees are prepared with written job descriptions. A periodic evaluation process is in place.</p>	
<p><b>6. Board Delegation</b> The board supports the staff and volunteers who manage programs and giving them clear goals and policies, and then allowing them to work without further interference.</p>	
<p><b>7. Support of the Executive Director</b> Over the past year, the board and executive director established annual goals and the executive director was evaluated on these.</p>	

<p><b>8. Board Fundraising</b> All board members help raise resources for the organization and make donations according to their means.</p>	
<p><b>9. Board Financial Oversight</b> The board treasurer and staff create and review monthly financial reports that clearly show the organization's financial position, its income and expenses, and how they compare to the budget.</p>	
<p><b>10. Organizational Planning</b> The board asks good questions, expects good answers, and serves as a resource in areas of personal and professional expertise. Annual review of the budget, strategic plan, and workplans.</p>	
<p><b>11. Monitor and Strengthen Programs</b> The board has a good sense of its monitoring and oversight role and seeks a balance between the board's responsibility to ensure quality, cost effective programs and services and the staff's responsibility to creatively initiate and develop them</p>	
<p><b>12. Board Outreach</b> Board members understand the programs and represent the organization's goals and programs to the press and society at large. Board members act as the eyes and ears of the organization, both within and outside of the community.</p>	
<p><b>13. Board Participation</b> There is a good system for keeping board members informed (i.e.: monthly update prepared by co-chairs and the executive director). Board members provide feedback and are actively engaged.</p>	
<p><b>14. Other??</b></p>	

**Summary...**

Right now, what we do well in our board work is ....

Right now, our greatest challenges in having an effective board are ....

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